



Vacancy: HR Advisor

Fixed Term - Maternity Cover

The Port of Cromarty Firth is a Trust Port which exists to improve, safeguard and develop the Cromarty Firth as a Port for the benefit of stakeholders and is a self-financing commercial business.

We are looking for an experienced HR professional to cover the HR department for fixed term, maternity leave. Reporting directly to the CEO the successful candidate will ensure ongoing compliance with employment legislation, maintain current policies and procedures and support the business for a period of maternity leave.

Key responsibilities:

- Coordinate local practices, policies and processes to ensure PoCF are compliant with legislation and local market conditions;
- Oversee the annual performance management process;
- Ensure resourcing is conducted within the agreed and approved organisational structure and keeps appropriate organisation charts up to date;
- Manage the recruitment process and advise management on recruitment and selection strategies;
- Advise PoCF management on HR matters;
- Support performance management, capability investigations, including grievance and disciplinary as required;;
- Work with the Health & Safety team to maintain the training & development plan and monitor the training budgets in conjunction with finance;
- Liaises with external agencies, unions and statutory bodies where applicable to keep up to date on best practice HR and employment legal issues;
- Promote the HR Strategy with the CEO to develop the organisation in line with company vision, mission & values;
- Encourage employee engagement with the business and ensures employee concerns are being heard in management decisions;
- Produce monthly HR updates and HR Board reports as required;
- Work with the marketing function on developing staff communications and maintain internal notices and notice board communications; and
- Other duties as required from time to time in order to meet the needs of the business

Experience & Attribute Requirements:

Experience working in HR Advisor role, CIPD Qualified; experience in oil, gas or marine industry is preferred but not essential. Flexible & approachable, a good team player with ability to communicate with internal & external stakeholders.

Hours of Work: 35 hours per week, working 9am- 5pm (Monday – Friday)

Application:

If you are interested please contact recruitment@pocf.co.uk for more information and submission of your CV. We ask candidates to include salary expectations for the role in order to optimise the recruitment process.

Closing date: applications to be received by close of business on 30th September 2020